

**CONFIDENTIAL**

ANNUAL REPORT - FY 1964  
TRANSACTIONS AND RECORDS BRANCH  
PERSONNEL OPERATIONS DIVISION

**I. WORK FORCE****A. Office of the Chief**

A deputy chief position (GS-11) has been added. A deputy is necessary if the extra work details of the Branch, e.g., support of BSD by verification of Service Computation Dates five years prior to retirements, maintenance of special records, monitoring of PRA's, etc. are to be effectively accomplished, and still provide the Chief with adequate time for supervision and also planning for operational improvements. The assistance of two temporarily assigned JOT's kept these functions current in the absence of the deputy. The clerk-typist position has been moved to the Status Section where it properly belongs.

**B. [REDACTED]**

The current authorized total strength of 13 is adequate if fully staffed. The authorized strength was increased to 15 by SWD on a survey completed in September 1963. Since that time it has been whittled down to an authorized total of 13 with actual staffing ranging from ten to twelve. There has been no "bootleg" help for the last several months and the work has remained current by the extra efforts of the assigned personnel. These good people are justly tired at the end of their work day.

**C. [REDACTED]**

This section of six persons has been given increasing responsibilities policing the requests for personnel actions for accuracy and agency policy. The [REDACTED] was broken into the [REDACTED] by the previously mentioned SWD survey. The staffing is adequate but the necessary sick leave has worked hardships here.

**D. [REDACTED]**

This section of six has been able to meet all established requirements for computer input and processing personnel actions. One clerk-typist position was transferred from the Office of the Chief to this section. The input of Qualifications items this fiscal year has been a negligible work load. If this requirement is significantly increased, the present personnel allocation of this section may be adequate.

DOCUMENT NO.

NO CHANGE IN CLASS. ☒☐ DECLASSIFIED

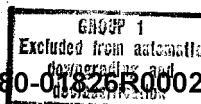
CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE: 2012

AUTH: HR 70-2

DATE: 10 MAR 1982

REVIEWER: [REDACTED]

**CONFIDENTIAL**

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200040007-3

**CONFIDENTIAL**

## II. PRODUCTION STATISTICS (TAB A & B)

A. Branch statistics generally reflect a slight reduction of personnel processing activity. This may be a reflection of reduced ceiling, lack of summer program, and other personnel controls established. It also may be misleading from an Agency viewpoint - the slack may have been taken up by Contract Personnel Division.

B. The increase in employee file material received was caused by the pay change, increase in the fitness report program, and the inclusion of considerable material that was formerly kept in office "soft" files.

C. The fitness report program was in effect for the complete fiscal year. It is worthy of note that the number shown as processed for the computer input in the status section was all reviewed and coded by the personnel assistant in the Office of the Chief prior to being typed by Status.

D. The increase in the miscellaneous change notices prepared is misleading because approximately [ ] were included in this total. Without this count there would have been a reduction in this category also.

25X9A2

E. The Qualification input increased but was piddling when compared to the total workload.

## III. PROBLEMS MET AND SOLVED

A. Return of "Other Agency Records" to the Federal Records Center

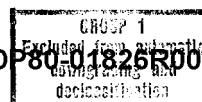
During FY 1964 all terminated folders were recalled from the Agency Records Center, reviewed, "other agency material" sent to FRC, and the agency folders returned to our records center. This required the handling of upwards of [ ] files and the retirement to FRC of about 1,900 folders. Our accuracy of identifying these 1,900 folders may be questioned, but this problem hopefully will not recur with closer supervision and the transfer of the responsible party.

25X9A2

B. Establishment of Computerized NTE File

This file has been established and is being maintained for PRA's, time limit appointments, details, etc. This file has not been refined to provide the necessary information in usable form and requires a considerable amount of research to make a worthwhile report, however, it does provide a means of keeping track of a vast tickler file. Refinement of this file is included in the proposed new personnel processing package as proposed by ADPD.

**CONFIDENTIAL**



~~CONFIDENTIAL~~

C. Change of Procedure for Follow-up of Security Approval

25X1 The [ ] was relieved of the impossible task of maintaining, (and obtaining, when necessary), and matching Security Approvals with actions prior to processing. The issuance of OPM 20-49-2, "Office of Security Approval of Personnel Actions," placed this responsibility where it belongs and where timely follow-up action can be taken if Security Approval is delayed. This enabled the [ ] to process actions as reviewed and has appreciably reduced the "turn around" time involved for processing an individual request. An individual action is usually processed, (file obtained, PCR checked, signed by the placement officer, processed by Status), and on its way back to the requesting office within two working days.

25X1

D. Documentation of Legislative Pay Increase of 5 January 1964

The service record card and file of every individual concerned was documented without the use of overtime. (However, we did have some outside help.)

E. The conversion of PCR service record cards to Electro-Kardex files cost \$20,711.70 and saved approximately 100 square feet of floor space. This system will still provide for an expansion of approximately 12 percent without a reorganization.

25X9A2 F. Overseas data prepared by SRB was typed for computer input on approximately [ ]

G. The wheeldex file was checked against tabulated listings supplied by Central Cover Staff to insure proper blocks were recorded.

25X1 H. The [ ] had a change of personnel, necessitating training, and now functions extremely well.

25X1 I. The [ ] has undergone a significant change of personnel and morale now is considerably improved. There has been an increase in the "grey lady" force and the added maturity seems to provide greater efficiency.

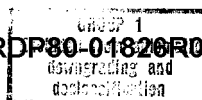
J. Continuing educational efforts by all branch personnel have increased the technical accuracy of requests for personnel actions with a resultant decrease in computer "kickouts." There is still considerable room for improvement.

IV. PROBLEMS MET AND NOT SOLVED and/or COMPLETED

A. Completion of Personnel History File

This is a continuing low-priority task in cooperation with ADPD and will probably not be complete for some time.

~~CONFIDENTIAL~~



**CONFIDENTIAL**

B. Establishment of Destruction Schedules for Applicant Files  
at Records Center

During FY 1964 only 123 boxes of applicant files were released from OP control. If possible, a definite date of destruction for inactive retired applicant files should be established, possibly five years from date of last activity. This would free valuable storage space and allow the [ ] to have a more manageable index file for the applicants.

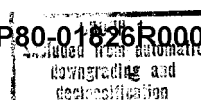
C. Control of OPF's after they are released by the [ ] continues to be a problem. The proposed new [ ] "Control and Loan of Official Personnel Folders," may assist the [ ] in gaining greater cooperation of the offices serviced.

D. Space is a problem which may become more serious in the future. There is no adequate private area for any supervisor in the Branch to talk with his employees. This makes the "hallway consultation" a necessity for any confidential matter.

V. FORECAST FOR FY 1965

The work load should remain at about the FY 1964 level or slightly lower. The exception will be a large increase in Qualification item input. There is a possibility the present strength of the [ ] [ ] will be inadequate if this input becomes a significant work load.

**CONFIDENTIAL**



STAT

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200040007-3

Next 3 Page(s) In Document Exempt

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200040007-3